

DDA 75-1934

23 APR 1975

MEMORANDUM FOR: Freedom of Information Officers

ATTENTION :



SUBJECT : Assigning Priority to FOIA Appeal Cases

1. Unfortunately, the number of FOIA appeal cases received by the Agency has reached that level where they represent a substantial workload for components and personnel already burdened with initial FOIA requests. To make matters worse, we can only anticipate that the number of appeals will continue to rise. Given this situation it is important for all concerned to be aware that the processing of appeals must take precedence over the processing of initial requests whenever the two are in conflict. The simple fact we are faced with is that if we fail to meet the deadline on an initial request, we can administratively put the case into the appeal period -- when we fail to meet deadlines on appeals, we place ourselves in a position where we are subject to being sued.

2. Please insure that all persons involved with FOIA in your component are aware of the absolute necessity to meet deadlines on FOIA appeal cases, even where to do so may result in failure to meet initial request deadlines.



John F. Blake
Deputy Director
for
Administration

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